

OAK RIDGE R2A2 MAPPING

Division: Technical Oversight and Implementation Division, AU-63
 Organization: Assistant Manager for Assets Utilization

Date: 08/26/2002

Roles & Responsibilities (per ORO Manual 110)	Accountabilities (Internal and External)	Authorities Delegated	
		<i>Type</i>	<i>From</i>
General <ul style="list-style-type: none"> Performs Environment, Safety, and Health (ES&H) audits and reviews of vendors and contractors engaged in asset recovery operations to assure compliance with all applicable laws and regulations. Develops and implements guidelines, procedures, and programs for implementation of Assets Utilization (AU) projects. Implements technical requirements and standards which are necessary to provide reasonable assurance that workers, the public, and the environment are adequately protected. Manages and administers all AU Memoranda of Understanding (MOUs) and Memoranda of Agreement (MOAs) with contractors and other Department of Energy (DOE) organizations. Manages and provides project management services for all assigned projects, including cost, schedule, and technical management; inspection and surveillance; work smart standards, ES&H oversight; design management and review; and labor issues. Coordinates with AU organization activities to identify and analyze hazards to ensure adequate controls are implemented and to properly categorize facilities. Manages Three-Building Decontamination and Decommissioning Change Control Board (CCB) Manages Project CCB Coordinates with other AU divisions. 	External: <ul style="list-style-type: none"> HQ Environmental Management (EM) Office of Science as Lead Program Secretarial Office Tennessee State Government, particularly Departments of Environment and Conservation, and Economic Development CROET City of Oak Ridge and impacted counties and local government officials Other DOE sites Nuclear Energy Internal: <ul style="list-style-type: none"> Oak Ridge Operations (ORO) Assistant Manager/Chief Financial Officer ORO AMESH and EM ORO Procurement and Contracts Human Resources Division Manager of ORO Assistant Manager for Assets Utilization (AMAU) 	<ul style="list-style-type: none"> ORO M 411.1, Manual of Safety Management Function, Responsibilities, and Authorities Level II, for ORO ORO M 110, Oak Ridge Operations Organization Manual, Chapter 8, Office of Assistant Manager for Assets Utilization Project Management – DOE Order 413.3 and DOE M 413.3 (Draft) AU Program Management Procedure AU-1.1 Certifying Official for AU Security Clearances Employee Personnel Actions (Leave, Timesheets, Training, etc.) Chairs Tenant Facility Modification Board Contracting Officer's Representative 	<ul style="list-style-type: none"> HQ ORO Manager ORO AMAU U.S. Department of Justice Federal Acquisition Regulations DOE Acquisition Regulations
What Does this organization do for the department? Is it in direct or indirect support of Departmental missions?	To whom is this organization accountable? How is accountability assured? External Review	What authorities are vested in the organization that allows these responsibilities to be carried out? Appraisal? TYPES of DELEGATIONS: Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.) Federal Law (29CFR1910, 10CFR830, etc.) DOE Directives (i.e., DOE Order 521.1A) Interagency Agreements (i.e., State, EPA, NRC, etc.) Include implied Authorities	

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<ul style="list-style-type: none"> • Implements enforcement of Price-Anderson Amendments Act (PAAA) commitments. • Manages and oversees the contractor and AU self-assessment programs and the Quality Assurance Program (QAP) in accordance with assessment requirements contained in ORO O 450, Ch. IV, Environment, Safety, and Health (ES&H) Oversight Program. • Manages the AU issues management tracking program to identify, resolve, and prevent recurrence of deficiencies, and to promote continuous improvement. • Serves as the Contracting Officer's Representative (COR) for designated contracts and provides technical direction to the assigned contractor for the design, construction, and inspection of all assigned reindustrialization projects. • Interfaces with the Defense Nuclear Facility Safety Board (DNFSB) and with the Nuclear Safety Division within the Office of the Assistant Manager for Environment, Safety, Health, and Emergency Management (AMESH) to ensure timely responses to DNFSB requirements, recommendations, and requests. • Performs special engineering and economic analyses of reindustrialization projects. 			
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<ul style="list-style-type: none"> Monitors the performance of project participants to ensure adherence to contracts and project documents, developing corrective actions as required. Reviews estimates prepared by contractors to ensure that the authorized scope of work has been included and that a basis for negotiations exists. Prepares or oversees the preparation of independent Government cost estimates for engineering and construction contracts. Serves on contractor evaluation boards for selection of contractors. Assists in reindustrialization budget formulation and reviews and evaluates monthly financial and progress status reports for accuracy and trends. Resolves field engineering problems. Appraises contractors' cost, performance, ES&H, schedule, and engineering/construction activities. Provides technical direction and administrative guidance to contractor engineering organizations engaged in construction projects. Instructs contractor personnel in new or revised engineering, construction, and life cycle asset management initiatives and directives. Ensures that designs performed by contractors conform to established DOE requirements. 			
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